

How to Apply for Graduation (Undergraduate and Professional)

1. From **Student Center** click the drop-down menu and select **Apply for Graduation**. Click the **GO** button.

The screenshot shows the 'Bill's Student Center' interface. On the left-hand side, there is a navigation menu with various options. The 'Apply for Graduation' option is highlighted with a blue arrow. At the top of the menu, there is a search bar with a 'GO' button. The main content area shows a '2013 Fall Semester Schedule' table with columns for 'Class' and 'Schedule'. Below the schedule, there is a 'count Summary' section showing 'You owe 2,213.50'.

2. Click the **Apply for Graduation** link for desired degree.

The screenshot shows the 'zzusis' application page. The user is signed in as 'Butch the Cougar'. The page has a navigation menu at the top. Below the navigation menu, there are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area is titled 'Apply for Graduation' and 'Submit an Application for Graduation'. There are two program listings: 'PROGRAM: BUSINESS ADMINISTRATION, BA' and 'PROGRAM: COMMUNICATION, BA'. The 'Apply for Graduation' link for the Communication program is highlighted with a blue arrow.

3. Click the drop-down menu and select your graduation term. Click the **Continue** button.

The screenshot shows the 'Apply for Graduation' page. The user is prompted to 'Select Graduation Term'. Below this, there is a dropdown menu with the following options: '2013 Fall Semester', '2013 Summer Session', and 'Select term...'. The '2013 Summer Session' option is highlighted with a blue arrow. At the bottom of the page, there is a 'Continue' button, also highlighted with a blue arrow.

4. Click the **Pay Graduation Fee** button.

The screenshot shows the 'Verify Graduation Data' page. The user is prompted to 'Verify Graduation Data'. Below this, there is a section for 'PROGRAM: COMMUNICATION, BA' with details about the degree, major, and graduation term. At the bottom of the page, there is a 'Pay Graduation Fee' button, highlighted with a blue arrow.

5. Click the **Pay Now** button.

The screenshot shows the 'Graduation Fees' page. The user is prompted to 'Pay Now'. Below this, there is a table showing 'Graduation Fees' for \$41.00 and 'Total to be charged by WSU' for \$41.00. At the bottom of the page, there is a 'Pay Now' button, highlighted with a blue arrow.

6. Verify the information and click the **Click Here** button.

The screenshot shows the 'Graduation Payment' page. The user is prompted to 'Click Here'. Below this, there is a form with fields for 'WSU ID', 'Campus', 'Term', 'Degree', 'Program', and 'Amount Owed'. At the bottom of the page, there is a 'Click Here' button, highlighted with a blue arrow.

7. Enter your credit card info and click the **Submit Payment** button.

The screenshot shows the 'Credit Card Secure Payment Site'. The user is prompted to 'Submit Payment'. Below this, there is a form with fields for 'Credit Card Type', 'Credit Card Number', and 'Expiration Date'. At the bottom of the page, there is a 'Submit Payment' button, highlighted with a blue arrow.

8. You have successfully applied for graduation!

The screenshot shows the 'Graduation Payment' page. The user is prompted to 'Return to Student Center'. Below this, there is a message that says 'Card Processed Successfully' and 'You have successfully paid your fee'. At the bottom of the page, there is a 'Return to Student Center' button, highlighted with a blue arrow.